



CITY OF LODI

COUNCIL COMMUNICATION


AGENDA TITLE: Contract Award for Janitorial Services for City Facilities

MEETING DATE: June 19, 1991

PREPARED BY: Public Works Director

The bid opening for the above project is June 18, 1991, the day before the City Council meeting.

Assuming there are no problems with the bids, an award recommendation will be presented at the Council meeting.


Jack L. Ronsko
Public Works Director

JLR/mt

cc: Purchasing Officer
Building and Equipment Maintenance Superintendent

APPROVED: _____

THOMAS A. PETERSON
City Manager



CC-1



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Contract Award for Janitorial Services for City Facilities

MEETING DATE: June 20, 1991

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution awarding the janitorial contract for various City facilities to Korean Building Maintenance for \$70,000.00.

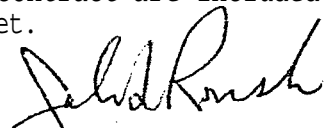
BACKGROUND INFORMATION: Specifications for janitorial services were approved by the City Council on June 5, 1991. Bids were opened on June 18, 1991 and four bids were received:

<u>Firm</u>	<u>*Monthly Amount</u>
Korean Building Maintenance, Stockton	\$5,950.00
Robert's Building Maintenance, Lodi	\$9,815.68
Associate Janitorial Service, Stockton	\$15,070.19
Orv's Janitorial Service, Victor	**\$525,740.00

*Monthly amount shown includes cost of cleaning Hutchins Street Square Team Room (5 months only).

**Orv's Janitorial total written bid of \$6,308,880.00 was verbally corrected by the contractor at the bid opening to \$630,882.00.

FUNDING: Funds for the janitorial contract are included by various departments in the proposed 1991-92 Operating Budget.


Jack L. Ronsko
Public Works Director

Prepared by Dennis J. Callahan, Building and Equipment Maintenance Superintendent

JLR/DC/mt

Attachment

cc: Purchasing Officer

Building and Equipment Maintenance Superintendent

APPROVED: _____

THOMAS A. PETERSON
City Manager

54 10
68 10
recycled paper

RESOLUTION NO. 91-118

=====

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE CONTRACT FOR JANITORIAL SERVICES
FOR CITY FACILITIES

=====

WHEREAS, in answer to notice **duly** published in accordance with law and the order of this City Council, sealed bids were received and publicly opened on June 18, 1991 at 11:00 a.m. for the contract for Janitorial Services for City Facilities, described in the specifications therefor approved by the City Council on June 5, 1991; and

WHEREAS, said bids have been compared, checked, and tabulated and a report thereof filed with the City Manager, on file in the office of the City Clerk, and summarized below:

<u>Bidder</u>	* <u>Monthly Amount</u>
Korean Professional Building Maintenance, Stockton	** \$ 5,950.00
Roberts Building Maintenance, Lodi	\$ 9,815.68
Associate Janitorial Service, Stockton	\$ 15,070.19
Orv's Janitorial Service, Victor	*** \$525,740.00

* Monthly amount shown includes cost of cleaning Hutchins Street Square Team Room for 5 months **only**.

** Korean Professional Building Maintenance's bid contained a mathematical error in quoting 12 months cleaning the Team Room, rather than 5 months, which lowered the total annual bid by \$1400.

*** Orv's Janitorial Service total written bid of \$6,308,880.00 annually was verbally corrected by the contractor at the bid opening to \$630,888.00.

WHEREAS, the City Manager recommends that award of the contract for Janitorial Services for City Facilities, be made to the low bidder, Korean Professional Building Maintenance;

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that award of contract for Janitorial Services for City Facilities be and the same is hereby awarded to Korean Professional Building Maintenance, the low bidder, in the total amount of \$70,000.00 for the period beginning July 1, 1991 and ending June 30, 1992.

Dated: June 20, 1991

=====

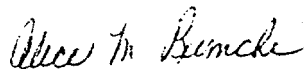
Resolution No. 91-118
Page Two

I hereby certify that Resolution No. 91-118 was passed and adopted by the City Council of the City of **Lodi** in an adjourned regular meeting held June 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

91-118

RES91118/TXTA.02J

JANITORIAL SERVICES FOR CITY FACILITIES
CITY OF LODI

SECTION 3
BID PROPOSAL

CITY OF LODI, CALIFORNIA

Date: June 1991

TO: The Lodi City Council
Lodi City Hall
221 West Pine Street
P.O. Box 3006
Lodi, CA 95241-1910

The undersigned declares that the sites have been carefully examined, information to Bidders, Contract, General Provisions and Special Provisions for the janitorial services for City facilities, and submits this schedule of prices for the items of the bid.

If awarded the Contract, the undersigned agrees to furnish all labor, material and equipment necessary to complete said work for this project, excepting those items supplied by the City of Lodi, in strict accordance with the Information to Bidders, General Provisions, Special Provisions and Contract form adopted for the same and will take in full payment therefor the following monthly and yearly subtotals and total prices, to-wit:

<u>LOCATION</u>	<u>NET PRICE PER MONTH</u>
City Hall Complex, 221 W. Pine Street	\$ <u>1,000.00</u>
Carnegie Forum, 305 W. Pine Street	\$ <u>350.00</u>
Police Complex, 230 W. Elm Street	\$ <u>1150.00</u>
Court Complex, 230 W. Elm Street	\$ <u>350.00</u>
Municipal Service Center, 1331 S. Ham Lane	
Public Works Administration and Trailer	\$ <u>300.00</u>
Henning Substation and Trailers	\$ <u>350.00</u>
Warehouse Offices	\$ <u>100.00</u>
Animal Control Office	\$ <u>100.00</u>
MONTHLY SUBTOTAL	\$ <u>3700.00</u>
YEARLY SUBTOTAL	\$ <u>44,400</u>

LOCATION**NET PRICE PER MONTH**

Hutchins Street Square Complex,
125 S. Hutchins Street

Fine Arts Building	\$ <u>400.00</u>
Senior Center	\$ <u>200.00</u>
North Hall	\$ <u>150.00</u>
Pool and Foyer	\$ <u>150.00</u>

Multi-Purpose Building:

Main Room	\$ <u>250.00</u>
Kitchen	\$ <u>150.00</u>
Camp Hutchins	\$ <u>100.00</u>
Team Room (5 months only)	\$ <u>200.00</u>
Office	\$ <u>100.00</u>

MONTHLY SUBTOTAL \$1,700.00

YEARLY SUBTOTAL \$ 20,400

Parks and Recreation Offices and Annex,
125 N. Stockton Street

MONTHLY SUBTOTAL \$550.00

YEARLY SUBTOTAL \$6600.00

MONTHLY TOTAL \$5950.00

YEARLY TOTAL \$71,400.00

It is understood that no verbal **agreement** or conversation with any **officer, agent** or employee of the City, either before or after **the** execution **of** the **Contract**, **shall** affect or **modify** any of the terms or obligations of **this** Bid Proposal.

It is understood that the City **will** not be responsible for any errors or omissions on the **part** of the **undersigned** in making up the bid, nor will bidders be released **on** account of errors.

The undersigned declares that the only person or persons interested in the proposal **as** principal or principals is or are the undersigned, and that no **person** other than the undersigned has any interest in this Bid Proposal or in the contract proposed to **be** taken; that this proposal is made without **any connection** with any **other person** or persons **making** a bid or proposal for **the same** purpose; that the proposal **is** in all respects fair and in good faith and **without** collusion or fraud; that **no** City **Officer**, either elected or appointed, and no City Employee **is**, shall be or become directly or indirectly interested **as** principal or principals in this Bid Proposal or **in** the contract proposed to be

made, or in the supplies, work or business to which it relates or in any portions of the profits thereof.

The following Reference Sheet must be completed and submitted as part of this Bid Proposal.

REF-REACE SHEET

Janitorial firms that submit bids must be capable of servicing commercial accounts of at least 100,000 square feet and have been in business for a minimum of three years, verifiable through business license(s).

Provide three references of commercial building cleaning contracts currently, or recently, serviced.

REFERENCE

- 1) FIRM: CITY OF LODI # OF SQUARE FEET SERVICED: 87,640
ADDRESS: 221 W. PINE ST DATES OF CONTRACT: STILL IN FORCE
LODI, CA 95241-1910
PHONE: -6706
CONTACT PERSON: D. CALLAHAN
TITLE: MAINT. SUPT.
- 2) FIRM: HUMAN SERVICES AGENCY # OF SQUARE FEET SERVICED: 120,000
ADDRESS: 133 E. WEBER AVE FROM 2-1-81 TO
STOCKTON, CA DATES OF CONTRACT: STILL IN FORCE
PHONE: 468-1760
CONTACT PERSON: RICHARD VOTE
TITLE: OFFICE & BLDG MANAGER
- 3) FIRM: P.G. & E. # OF SQUARE FEET SERVICED: 92,000
ADDRESS: 4040 WEST LANE DATES OF CONTRACT: 5-1-90
STOCKTON, CA 95201
PHONE: 942-1448
CONTACT PERSON: STEPHAN KOOP
TITLE: Land Supervisor

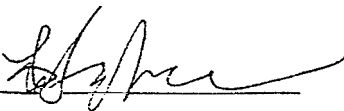
All representations made herein are true and are made under penalty of perjury.

KOREAN BUILDING MAINTENANCE

Dated: JUN 17 19 91

Bidder

CHONG S. LEE
Authorized Signature



OWNER
Title

INDIVIDUAL
TYPE OF ORGANIZATION
(individual, Partnership or Corporation)

(Affix corporate seal if Corporation)

2249 CANYON CREEK DR
Address

STOCKTON, CALIF 95207

(209) 952-4950
Telephone

JANITORIAL SERVICES FOR CITY FACILITIES
CITY OF LODI

SECTION 3
BID PROPOSAL

CITY OF LODI, CALIFORNIA

Date: June 1991

TO: The Lodi City Council
Lodi City Hall
221 West Pine Street
P.O. Box 3006
Lodi, CA 95241-1910

The undersigned declares that the sites have been carefully examined, Information to Bidders, Contract, General Provisions and Special Provisions for the janitorial services for City facilities, and submits this schedule of prices for the items of the bid.

If awarded the Contract, the undersigned agrees to furnish all labor, material and equipment necessary to complete said work for this project, excepting those items supplied by the City of Lodi, in strict accordance with the Information to Bidders, General Provisions, Special Provisions and Contract form adopted for the same and will take in full payment therefor the following monthly and yearly subtotals and total prices, to-wit:

<u>LOCATION</u>	<u>NET PRICE PER MONTH</u>
City Hall Complex, 221 W. Pine Street	\$ 1338.08
Carnegie Forum, 305 W. Pine Street	\$ 453.60
Police Complex, 230 W. Elm Street	\$ 1839.04
Coun Complex, 230 W. Elm Street	\$ 504.00
Municipal Service Center, 1331 S. Ham Lane	
Public Works Administration and Trailer	\$ 392.00
Henning Substation and Trailers	\$ 624.96
Warehouse Offices	\$ 172.48
Animal Control Office	\$ 33.60
MONTHLY SUBTOTAL	\$ 5457.76
YEARLY SUBTOTAL	\$ 65,493.12

LOCATIONNET PRICE PER MONTH

Hutchins Street Square Complex,
125 S. Hutchins Street

Fine Arts Building	\$ <u>777.28</u>
Senior Center	\$ <u>403.20</u>
North Hall	\$ <u>1232.00</u>
Pool and Foyer	\$ <u>134.40</u>
Multi-Purpose Building:	
Main Room	\$ <u>250.00</u>
Kitchen	\$ <u>250.00</u>
Camp Hutchins	\$ <u>250.00</u>
Team Room (5 months only)	\$ <u>128.00</u>
Office	\$ <u>200.56</u>

MONTHLY SUBTOTAL\$3625.44**YEARLY SUBTOTAL**\$ 43,505.28

Parks and Recreation Offices and Annex,
125 N. Stockton Street

MONTHLY SUBTOTAL\$ 732.48**YEARLY SUBTOTAL**\$ 8789.76**MONTHLY TOTAL**\$9815.68**YEARLY TOTAL**\$ 117,788.16

It is understood that no verbal agreement or conversation with any officer, agent or employee of the City, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations of this Bid Proposal.

It is understood that the City will not be responsible for any errors or omissions on the part of the undersigned in making up the bid, nor will bidders be released on account of errors.

The undersigned declares that the only person or persons interested in the proposal as principal or principals is or are the undersigned, and that no person other than the undersigned has any interest in this Bid Proposal or in the contract proposed to be taken; that this proposal is made without any connection with any other person or persons making a bid or proposal for the same purpose; that the proposal is in all respects fair and in good faith and without collusion or fraud; that no City Officer, either elected or appointed, and no City Employee is, shall be or become directly or indirectly interested as principal or principals in this Bid Proposal or in the contract proposed to be

made, or in the supplies, work or business to which it relates or in any portions of the profits thereof.

The following Reference Sheet must be completed and submitted as part of this Bid Proposal.

REFERENCE SHEET

Janitorial firms that submit bids must be capable of servicing commercial accounts of at least 100,000 square feet and have been in business for a minimum of three years, verifiable through business license(s).

Provide three references of commercial building cleaning contracts currently, or recently, serviced.

REFERENCE:

- 1) FIRM: Clean Master # OF SQUARE FEET SERVICED: 80,000
ADDRESS: 1408 Tradewind Dr. DATES OF CONTRACT 10-88 to 10-90
Yuba City, CA 95991
PHONE: (916) 673-9510
CONTACT PERSON: Sheri Lammle
TITLE: Owner
- 2) FIRM: Zellerbach, A Mead Co. # OF SQUARE FEET SERVICED: 38,000
ADDRESS: 1100 Richards Blvd. DATES OF CONTRACT: 4-90 to 1-91
Sacramento, CA 95814
PHONE: (800) 762-5367
CONTACT PERSON: Mark Howard
TITLE: Janitorial Products Manager
- 3) FIRM: Geweke Ford # OF SQUARE FEET SERVICED: 32,000 approx.
ADDRESS: 1040 S. Cherokee Lane DATES OF CONTRACT: 6-90 to present
Lodi, CA 95240
PHONE: (209) 334-6500
CONTACT PERSON: Jeff Werner
TITLE: Controller

All representations made herein are true and are made under penalty of perjury.

ROBERT'S BUILDING MAINTENANCE
Bidder

Dated: June, 18, 19 91

Authorized Signature

OWNER
Title

Individual.
TYPE OF ORGANIZATION
(Individual, Partnership or Corporation)

(Affix corporate seal if Corporation)

P.O. Box 1765
Address

Lodi, CA 35241

(209) 368-4407
Telephone

JANITORIAL SERVICES FOR CITY FACILITIES
CITY OF LODI

SECTION 3
BID PROPOSAL

CITY OF LODI, CALIFORNIA

Date: June 1991

TO: The Lodi City Council
Lodi City Hall
221 West Pine Street
P.O. Box 3006
Lodi, CA 95241-1910

The undersigned declares that the sites have been carefully examined, information to Bidders, Contract, General Provisions and Special Provisions for the janitorial services for City facilities. and submits this schedule of prices for the items of the bid.

If awarded the Contract, the undersigned agrees to furnish all labor, material and equipment necessary to complete said work for this project, excepting those items supplied by the City of Lodi, in strict accordance with the Information to Bidders, General Provisions, Special Provisions and Contract form adopted for the same and will take in full payment therefor the following monthly and yearly subtotals and total prices, to wit:

<u>LOCATION</u>	<u>NET PRICE PER MONTH</u>
City Hall Complex. 221 W. Pine Street	\$ <u>2,211.69</u>
Carnegie Forum, 305 W. Pine Street	\$ <u>697.61</u>
Police Complex. 230 W. Elm Street	\$ <u>2,828.35</u>
Court Complex, 230 W. Elm Street	\$ <u>775.13</u>
Municipal Service Center, 1331 S. Ham Lane	
Public Works Administration and Trailer	\$ <u>602.88</u>
Henning Substation and Trailers	\$ <u>961.16</u>
Warehouse Offices	\$ <u>265.27</u>
Animal Control Office	\$ <u>51.68</u>
MONTHLY SUBTOTAL	\$ <u>8,393.77</u>
YEARLY SUBTOTAL	\$ <u>100,725.24</u>

LOCATION**NET PRICE PER MONTH**

Hutchins Street Square Complex,
125 S. Hutchins Street

Fine Arts Building	\$ <u>1,195.42</u>
Senior Center	\$ <u>620.10</u>
North Hall	\$ <u>1,894.75</u>
Pod and Foyer	\$ <u>206.70</u>

Multi-Purpose Building:

Main Room	\$ <u>434.07</u>
Kitchen	\$ <u>330.72</u>
Camp Hutchins	\$ <u>330.72</u>
Team Room (5 months only)	\$ <u>330.72</u>
Office	\$ <u>206.70</u>

MONTHLY SUBTOTAL

\$ 5,549.90

YEARLY SUBTOTAL

\$ 66,598.80

Parks and Recreation Offices and Annex,
125 N. Stockton Street

MONTHLY SUBTOTAL

\$ 1,126.52

YEARLY SUBTOTAL

\$ 13,518.24

MONTHLY TOTAL

\$ 15,070.19

YEARLY TOTAL

\$ 180,842.28

It is understood that no verbal agreement or conversation with any officer, agent or employee of the City, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations of this Bid Proposal.

It is understood that the city will not be responsible for any errors or omissions on the part of the undersigned in making up the bid, nor will bidders be released on account of errors.

The undersigned declares that the only person or persons interested in the proposal as principal or principals is or are the undersigned, and that no person other than the undersigned has any interest in this Bid Proposal or in the contract proposed to be taken; that this proposal is made without any connection with any other person or persons making a bid or proposal for the same purpose; that the proposal is in all respects fair and in good faith and without collusion or fraud; that no City Officer, either elected or appointed, and no City Employee is, shall be or become directly or indirectly interested as principal or principals in this Bid Proposal or in the contract proposed to be

made, or in the supplies, **work or** business to which it relates or in **any** portions of the profits thereof.

The following Reference Sheet must be completed and submitted as part of this Bid **Proposal**.

REFERENCE SHEET

Janitorial firms that submit bids **must** be capable of servicing commercial accounts of at least 100,000 square feet and have been in business for a minimum of three years, verifiable through business license(s).

Provide three references of commercial building cleaning contracts currently, **or** recently, serviced.

REFERENCE:

- 1) FIRM: San Joaquin County # OF SQUARE FEET SERVICED: 38,000
ADDRESS: 222 E. Weber Ave DATES OF CONTRACT: 6-1-88 —
Stockton, Ca.
PHONE: 468-3240
CONTACT PERSON: Jeffery Sanders
TITLE: Deputy purchasing Agent
- 2) FIRM: Pacific Gas & Electric # OF SQUARE FEET SERVICED: 48,000
ADDRESS: 4040 West Lane DATES OF CONTRACT: 7-1-90 —
Stockton, Ca.
PHONE: 942-1448
CONTACT PERSON: Steve Koop
TITLE: Building Dept. Manager.
- 3) FIRM: Department of the Army # OF SQUARE FEET SERVICED: 24,000
ADDRESS: 103A Presidio of DATES OF CONTRACT: 7-1-89 —
San Francisco, Ca. 94129
PHONE: (415) 561-5868
CONTACT PERSON: Carol Lam
TITLE: Contracting Officer

All representations made herein are true and are made under penalty of perjury.

Associate Janitorial Service Dated: 6-18, 19 91
Bidder

[Signature]
Authorized Signature

Owner
Title

Individual
TYPE OF ORGANIZATION
(Individual, Partnership or Corporation)

(Affix corporate seal if Corporation)

39 W. Poplar
Address

Stockton, Ca 95202

(209) 944-9060
Telephone

JANITORIAL SERVICES FOR CITY FACILITIES
CITY OF LODI

SECTION 3
BID PROPOSAL

CITY OF LODI, CALIFORNIA

Date: June 1991

TO: The Lodi City Council
Lodi City Hall
221 West Pine Street
P.O. Box 3006
Lodi, CA 95241-1910

The undersigned declares that the sites have been carefully examined, information to Bidders. Contract General Provisions and Special Provisions for the janitorial services for City facilities, and submits this schedule of prices for the items of the bid.

If awarded the Contract, the undersigned agrees to furnish all labor, material and equipment necessary to complete said work for this project, excepting those items supplied by the city of Lodi, in strict accordance with the information to Bidders, General Provisions, Special Provisions and Contract form adopted for the same and will take in full payment therefor the following monthly and yearly subtotals and total prices, to-wit:

LOCATION

NET PRICE PER MONTH

City Hall Complex, 221 W. Pine Street

\$ 77,040⁰⁰

Carnegie Forum, 305 W. Pine Street

\$ 24,300⁰⁰

Police Complex, 230 W. Elm Street

\$ 9,850⁰⁰

Court Complex, 230 W. Elm Street

\$ 27,000⁰⁰

Municipal Service Center, 1331 S. Ham Lane

Public Works Administration and Trailer

\$ 21,000⁰⁰

Henning Substation and Trailers

\$ 33,480⁰⁰

Warehouse Offices

\$ 9,240⁰⁰

Animal Control Office

\$ 18,000⁰⁰

MONTHLY SUBTOTAL

\$ 292,380⁰⁰

YEARLY SUBTOTAL

\$ 3,508,560⁰⁰

LOCATIONNET PRICE PER MONTH

Hutchins Street Square Complex,
125 S. Hutchins Street

Fine Arts Building

\$ 41640⁰⁰

Senior Center

\$ 21600⁰⁰

North Hall

\$ 66000⁰⁰

Pooi and Foyer

\$ 7200⁰⁰

Multi-Purpose Building:

Main Room

\$ 5780⁰⁰

Kitchen

Camp Hutchins

\$ _____

Team Room (5 months only)

\$ _____

Office

\$ _____

MONTHLY SUBTOTAL

\$ 194220⁰⁰

YEARLY SUBTOTAL

\$ 2330640⁰⁰

Parks and Recreation Offices and Annex,
125 N. Stockton Street

MONTHLY SUBTOTAL

\$ 39140⁰⁰

YEARLY SUBTOTAL

\$ 469680⁰⁰

MONTHLY TOTAL

\$ 525940⁰⁰

YEARLY TOTAL

\$ 6308880⁰⁰

It is understood that no verbal agreement or conversation with any officer, agent or employee of the City, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations of this Bid Proposal.

It is understood that the City will not be responsible for any errors or omissions on the part of the undersigned in making up the bid, nor will bidders be released on account of errors.

The undersigned declares that the only person or persons interested in the proposal as principal or principals is or are the undersigned, and that no person other than the undersigned has any interest in this Bid Proposal or in the contract proposed to be taken; that this proposal is made without any connection with any other person or persons making a bid or proposal for the same purpose; that the proposal is in all respects fair and in good faith and without collusion or fraud; that no City Officer, either elected or appointed, and no City Employee is, shall be or become directly or indirectly interested as principal or principals in this Bid Proposal or in the contract proposed to be

made, or in the supplies, work or business to which it relates or in any portions of the profits thereof.

The following Reference Sheet must be completed and submitted as part of this Bid Proposal.

REFERENCE SHEET

Janitorial firms that submit bids must be capable of servicing commercial accounts of at least 100,000 square feet and have been in business for a minimum of three years, verifiable through business license(s).

Provide three references of commercial building cleaning contracts currently, or recently, serviced-

REFERENCE:

- 1) FIRM: Cast & Cleaver # OF SQUARE FEET SERVICED: _____
ADDRESS: 1230 W Kettleman DATES OF CONTRACT: Feb 91
Lodi, CA
PHONE: 233 1554
CONTACT PERSON: Jim
TITLE: Manager
- 2) FIRM: Woodward Hall # OF SQUARE FEET SERVICED: _____
ADDRESS: _____ DATES OF CONTRACT: June 89
Kitchen only
PHONE: 334 5454
CONTACT PERSON: Ron
TITLE: Gen Manager
- 3) FIRM: Angeline # OF SQUARE FEET SERVICED: _____
ADDRESS: 1430 Kettleman DATES OF CONTRACT: Jan 88
Lodi, Calif
PHONE: 334 4491
CONTACT PERSON: Sam
TITLE: Partner

All representations made herein are true and are made under penalty of perjury.

Orin Janitorial
Bidder

Dated June 18, 19 91

[Signature]
Authorized Signature

Owner
Title

Janitorial
TYPE OF ORGANIZATION
(Individual, Partnership or Corporation)

(Affix corporate seal if Corporation)

P.O. Box 776
Address

Victor Calif

() 334 1575
Telephone